

**Nether Providence Township**  
**Job Description: Public Works Director**

**Job Title:** Public Works Director

**Department:** Public Works

**Reports To:** Township Manager

**Salary:** \$ 95,000 - \$ 100,000

---

## **SUMMARY**

The Public Works Director oversees a department of approximately ten employees and leads and manages all public works operations within the Township, ensuring the maintenance, repair, and functionality of streets, parks, grounds, vehicles, signage, and Township facilities.

Responsibilities include overseeing road maintenance, storm and sanitary sewer repairs, snow plowing, leaf collection, and equipment upkeep. The Director allocates resources, supervises hiring, training and leading department staff, ensures adherence to safety standards, manages the departmental budget, and communicates with staff, residents, and subcontractors. This role plays a vital part in maintaining the Township's infrastructure and public spaces.

---

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**1. Operational Management:**

- Plan, schedule, and inspect work to ensure quality and compliance with safety standards.
- Direct maintenance of Township properties, buildings, and grounds.
- Coordinate seasonal operations such as snow removal, leaf collection, Christmas tree pick up and tree maintenance.
- Coordinate special projects including materials acquisition and management and coordination of resources consistent with grant and other timelines.

**2. Equipment and Vehicle Oversight:**

- Maintain and organize all departmental tools, vehicles, and machinery.
- Schedule preventive maintenance and outsource major repairs as needed.
- Recommend and procure new equipment and vehicles.

**3. Budget and Administrative Duties:**

- Develop and manage the Public Works budget.
- Approve and code invoices for processing.
- Track departmental expenses and prepare budget recommendations.

**4. Personnel Management:**

- Supervise and train department employees to ensure each employee is learning and building on necessary skills and with an eye towards maintaining consistent expertise and institutional knowledge.
- Ensure compliance with safety and training certifications.

- Maintain personnel and payroll records.
  - Appropriately and efficiently manage personnel consistent with priorities as communicated by Township Manager.
  - 5. Project and Special Assignments:**
    - Oversee public works projects, including paving, tree trimming, drainage improvements, and signage installation.
    - Supervise subcontractors for specialized tasks.
  - 6. Public Interaction:**
    - Address resident concerns and complaints related to public works operations.
    - Respond to PA One-Call notices for underground utility markings.
  - 7. Compliance and Safety:**
    - Ensure adherence to federal, state, and local regulations, including CDL requirements, waste management laws, and workplace safety rules.
    - Attend relevant training sessions and certifications.
- 

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- 1. Technical Expertise:**
    - Proficient in the operation of public works equipment and vehicles.
    - Knowledge of safety regulations, waste management, and infrastructure maintenance.
    - Understanding of municipal budgeting and purchasing laws.
  - 2. Leadership and Communication:**
    - Ability to lead, train, and motivate a team.
    - Strong written and verbal communication skills to interact with staff and residents.
  - 3. Problem-Solving and Decision-Making:**
    - Analytical skills to define problems and implement effective solutions.
    - Ability to manage multiple responsibilities with limited oversight.
- 

## **QUALIFICATIONS**

- 1. Education and Experience:**
  - College degree or equivalent work experience.
  - Minimum five (5) years of management experience in construction or maintenance operations.
  - Municipal experience is preferred.
- 2. Licenses and Certifications:**
  - Valid Pennsylvania driver's license.
  - Possession of a Commercial Driver's License (CDL).
- 3. Physical Demands:**
  - Ability to lift up to 50 pounds regularly and 100 pounds occasionally.

- Work in adverse weather conditions and perform physical tasks such as climbing, stooping, and bending.
- 

## **WORK ENVIRONMENT**

- Regular exposure to outdoor weather, fumes, and mechanical parts.
  - Moderate to loud noise levels at job sites and garage.
  - Office environment generally quiet.
- 

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises a team of 10 employees. Responsibilities include hiring, training, assigning work, reviewing performance of staff, addressing complaints, and ensuring compliance with Township policies.

---

This description provides a general overview and may be adjusted as the needs of the Township and job requirements evolve.

Interested candidates should submit a cover letter, resume and 3 professional references to the Township Manager, Maureen Feyas at [mfeyas@netherprovidence.org](mailto:mfeyas@netherprovidence.org). Please include Public Works Director in the subject line of your email.

Nether Providence Township is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected class.